

## **AGENDA of 2-Day WORK SESSION**

**Date:** June 14th thru 15th, 2000

**Starting Time:** 8:00 a.m. (EST)

**Ending Time:** 5:00 p.m. (EST), sessions may go beyond if facilitators determine to be beneficial

**Location:** The Sheraton – Chapel Hill, North Carolina

**Suggested Material:** Laptop computers. It is the goal of the facilitators to provide the standards to be discussed on CD Disk and to provide typewritten copies of material as it is developed in a format for the computer. Laptops may assist attendees in the reviewing and editing process.

**Meals:** It is suggested that lunches be part of the working sessions. We'll determine how to get the lunches brought to the meeting.

**Breaks:** When you need one – take one.

### **Agenda:**

- I. Introductions (10 minutes)
  - A. Facilitators – Fred Dimmick, EPA & Marty Connell, EDIG
  - B. Subcommittee Members
  - C. Other Attendees
- II. Procedures & Guidelines for Work Session (20 minutes)
  - A. Format
  - B. Time Limits
  - C. Clarifying diverse views
  - D. Voting - FACA limitations on polling and why
  - E. Documentation of Sessions
  - F. Order meals
- III. Agenda of Work Session (15 minutes)
  - A. Goals & Objectives of this Work Session
    - i. Obtain the views on the objectives, structure and content of MSE standard, determined through discussions with a summary of understandings achieved at the close of the meeting.
    - ii. Develop time line for completing views on MSE standard.
    - iii. Outline how to operate and proceed in the future.
    - iv. Discuss recommendations to NELAC on structural changes.
      - 1. Divisions of into Water – Air – Solid Waste.
      - 2. All members of NELAC to have equal status in voting.
    - v. Develop presentation(s) to be given at the NELAC meeting.
  - B. Review Agenda

- IV. Review of lab accreditation activities in the US and internationally. (15 minutes)
  - A. ISO 17025
  - B. NELAC
  - C. NIST/NACLA
- V. Discussion of general principals and definitions. (15 minutes)
  - A. Assess ability – What does it mean?
  - B. ISO 17025 – How this standard relates to established international standards.
  - C. Links to current NELAC standards
- VI. Participants decide on how to structure the remainder of the meeting based on previous discussions.  
(As needed)
  - A. Split in to work groups or work as a whole. (This will depend on the amount of attendees and the spread of representation of all stakeholders)
  - B. If separate work groups are setup, it is intended that very specific & limited topics will be assigned to each group to discuss for a designated time period with a report-out the views. The facilitators will be roving moderators. At the designated time the groups will report their results to the general body for discussion. This procedure then is followed for the remainder of the sessions. The use of flip charts is encouraged to report the results to the general body.
  - C. Groups will decide to work on a general structure or the details.
- VII. Group(s) hold working sessions, with periodic report-outs. (Noon 1<sup>st</sup> day to Noon 2<sup>nd</sup> day)
- VIII. A Final Plenary Session (afternoon of 2<sup>nd</sup> day).
  - A. Review all the work accomplished and describe the understandings that have been developed. If it seems appropriate, common understandings could be summarized and recorded.
  - B. Recommendations to the Field Activities Committee of NELAC on structural change.
  - C. Facilitators will summarize the understanding in a written format, provide copies to all attendees and submit the opinion to MSE subcommittee.